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77-3000

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DD/A Registry
77-5044

Executive Registry
77-2302

15 SEP 1977

MEMORANDUM FOR: Acting Deputy Director for Administration
Deputy Director for Intelli[redacted]
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

STAT

FROM : John F. Blake
Acting Deputy Director of
Central Intelligence

SUBJECT : FY 1978 Annual Personnel Plan

1. Forwarded herewith are the FY 1978 Annual Personnel Plan formats and instructions. The only additions to the formats are for historical reporting and can be completed by direct line transfers from previous APPs. The history has been included to facilitate the analysis process and to assist in observing changes in several key areas.

2. The APP is used at the DCI level as the primary tool for analyzing the Career Service goals and achievements of personnel management. Particular attention will continue to be paid to PRAs, use of PDP identified employees, counseling cases, and input to professional status. You are encouraged as the Head of your Career Service to have an analysis of your Directorate APP completed and a comparison made of the Sub-groups within your service.

3. The original and one copy of the Career Service consolidated report and one clean copy of each Sub-group report should be forwarded to the Director of Personnel by Friday, 18 November 1977. The Career Service report should be complete in all parts and prior to submission should be reviewed for errors in arithmetic. Again this year the Office of Personnel will consolidate an Agency report and will complete Career Service comparisons of the APP. These will be reviewed at the DCI level and also made a matter of discussion at a future meeting of the EAG.

/s/John F. Blake

John F. Blake

Atts.
As Stated

EB

(Signed) F. W. M. Janney

ORIGINATOR:
Director of Personnel

12 SEP 1977

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